Colchester Public Schools
Virtual High School Coordinator (Bacon Academy)
Job Description

OVERVIEW

The Bacon Academy Virtual High School (VHS) Coordinator will work with students during the enrollment process into VHS and help them navigate the platform, communicate as needed with VHS, and progress monitor each student throughout their course(s).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist students with enrolling in VHS courses
- Assist students with the mechanics of navigating the VHS platform (logging in, communicating with the VHS teacher, using the online portal, formatting completed work to submit to the VHS teacher)
- Progress monitor student success in enrolled courses and help them with any barriers they may have
- Report any concerns with the student's school counselor and building administration
- Establish an agreed upon plan of support with each student taking a VHS course
- Support students taking courses throughout the year, including during the summer months
- Communicate regularly with VHS staff based on current needs

POSITION QUALIFICATIONS

- Certified educator with a current CT 7-12 content endorsement
- Effective oral & written communication skills
- Experience working with the VHS platform or other virtual schools (Training will be required if the candidate has no experience working with VHS)

EXPECTED ABILITIES OF THE COORDINATOR

- Must be able to communicate with students, school counselors, and building administration
- Must be highly organized

REQUIREMENTS WITH OR WITHOUT A REASONABLE ACCOMMODATION

- Ability to move independently throughout the school community
- Ability to use a computer and work within an online platform
- Ability and willingness to learn new things and acquire new skills

OTHER REQUIREMENTS

- Background checks (Criminal & DCF, including fingerprinting)

SUPERVISED AND EVALUATED BY

- High School Principal or designee

COMPENSATION

- Stipend is according to the Colchester Public Schools Teacher's Contract